



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-0171

REPLY TO
ATTENTION OF:

EANC-CPOC-US

29 June 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Conversion to Modern Civilian Personnel Data System on October 12, 2001

On October 12, 2001, the Korea Region Civilian Personnel Operations Center will deploy the Modern Civilian Personnel Data System (MDCPDS).

The MDCPDS is the result of Program Decision Memorandum 7111, dated December 5, 1994, which mandated the development of a single automated civilian personnel data system to be used by all components of the Department of Defense. The "Modern System" is a user-friendly, windows based system. It replaces the current Personnel Process Improvements suite of software tools commonly referred to as PPIs (PERSACTION, COREDOC, Regional Applications, and TRAIN) and the Legacy Defense Civilian Personnel Data System (DCPDS). The deployment of MDCPDS will be universal in that it will encompass all appropriated, nonappropriated, and Korean National (KN) civilian personnel actions.

In order to effect the conversion, Legacy DCPDS will be shut down October 12, 2001 and there will be no automated personnel processing capability in the Korea Region until we are live on Modern DCPDS on or about October 29, 2001. After close of business on October 12, the Civilian Personnel Advisory Centers (CPACs) in the Korea Region, and all supported organizations, will not have access to the PPI suite, or Legacy DCPDS. The shut down period will precipitate the requirement that **no newly hired employees be brought on board beginning 23 September through 3 November**. These employees must enter on duty with an effective date not later than September 23, 2001 or earlier than November 4, 2001.

There are several factors that were not present for the previously scheduled deployment dates that will dramatically affect our capability to ensure records are ready for conversion. These key factors are:

-Temporary Not to Exceed Actions

Consequently, we must all work together cooperatively and aggressively to ensure those critical personnel actions are processed prior to the shut down period. Based on the items outlined above and the experience gained from previous deployments, an early cutoff for all

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processing will be implemented. Workload factors in preparing the database for conversion, plus the possibility of extraordinary workload from October 13, 2001, make it imperative that all workload be identified and submitted to the CPOC by established cutoff dates.

Prior to deployment of MDCPDS, the Korea Region must recall all Official Personnel Folders (OPFs) to the file room. It is essential that we have all OPFs on hand in the CPOC in the event they are needed to change/verify data that does not convert to MDCPDS. We request the CPACs return all OPFs to the CPOC not later than September 12, 2001. We will resume sending OPF's to the CPACs, where needed, approximately three weeks after deployment of Modern System.

We have developed the enclosed deployment action plan to help us collectively minimize any adverse impact on employee pay actions, on employee morale stemming from the short term interruption of personnel services and, ultimately, on the mission. The CPOC will work hard to ensure that all actions are processed as soon as practicable.

While the deployment of this new automated system may be disruptive in the short-term, the Modern System has automation features, which will help management officials fulfill their personnel management duties more quickly and efficiently.

We are currently in the process of determining all pipeline actions that may cause conversion problems due to their age, unsuccessful recruitment attempts, the stage of processing they are currently in, or any number of other factors. Pipeline actions are defined as any open PERSACTION, or SF-52, in the PPI system that have not been processed and the employee record updated. Due to the differences between the two systems, Legacy and MODERN, these open actions, whether in a Managers' inbox or within the civilian personnel community, must be reentered under MODERN. Once these actions have been identified, the CPOC will then coordinate with each servicing CPAC to ensure that these actions are closed and reestablished as appropriate.

Your assistance and adherence to the cut-off dates outlined in the enclosed deployment action plan will ensure a smooth transition to the Modern System. These cut-off dates will also help to minimize the interruption to our customers, and allow us to process actions in a timely manner. I thank you in advance for your support.

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MICHAEL J. PROCK
Director, Civilian Personnel Operations Center

DISTRIBUTION:
Civilian Personnel Division (CPD)

EANC-CPOC-US

SUBJECT: Conversion to Modern Civilian Personnel Data System on October 12, 2001

DISTRIBUTION: (CONT)

All Korea Region CPACs

DFAS POCs

CSR POCs

Each DA Manager/Supervisor

KOREA CPOC
MDCPDS Deployment Action Plan
June 29, 2001

BEFORE SHUT DOWN on October 12, 2001

The following cut-off dates represent the dates all PERSACTIONS and supporting documents must be **RECEIVED IN THE CPOC**. The servicing CPAC may establish earlier cut-off dates to allow for local review of the actions before transmitting them to the CPOC for processing. Personnel actions in electronic in-boxes (managers, resource managers, CPOC, and CPAC) will not migrate to MDCPDS. PERSACTIONS residing in the CPOC or CPAC in-boxes will be lost when the current system is shut down. (e.g. Manager, RMO, and EEO)

<u>PERSACTION Requests</u>	<u>CUTOFF DATE</u>
Organizational Structure (Table 30) Changes	August 12, 2001
New Unit Identification Codes (UICs)	August 12, 2001
Position Classification Reviews (New Positions)	August 12, 2001
Organizational Requirements	August 12, 2001
All other PERSACTION requests	September 12, 2001

In order to continue fill/recruit processing we have established a Word Document that will be provided to the CPACs which will allow the capture of SF-52 data and its electronic transmission via e-mail attachment to the CPOC. This will provide the CPOC with information that allows for issuance of job announcements, clearance of PPP, and other similar actions that would not be impeded by the conversion to Modern System. All other fill/recruit requests initiated after September 12, 2001 should be sent to the CPOC via this process and must be received in the KOREA CPOC by September 28, 2001. All other fill/recruit actions of a non-emergency nature must be entered into Modern DCPDS when it becomes available.

Emergency processing. We recognize there will be certain non-discretionary personnel actions of an emergency nature that must be processed while the automated system is shut down. Consequently, the CPOC has made arrangements with the Defense Finance and Accounting Office (DFAS) to process the following actions **manually**:

Resignations
Terminations of Temporary Appointments
Removals

Additionally, there may be an action that the Commander considers to be of such importance that failure to process it during the shut down period would have a detrimental impact upon the mission of the organization (e.g. a new hire action where safety or security would be compromised). Such actions should be rare and require the signature of the Commander attesting to the emergency nature of the action.

Retroactive effective dates. We do not have the authority to disregard Comptroller General rulings on effecting retroactive actions during the conversion. If non-competitive temporary or permanent promotions, or other sensitive actions are received in the Korea CPOC before the effective date, they will be processed retroactively once the Modern System is deployed. However, no discretionary retroactive promotions will be effective prior to the date the PERSACTION was received in the Korea CPOC. These actions need special attention to ensure none are overlooked.

Other Actions

CUTOFF DATE

Hard copy Performance Appraisals	September 12, 2001
Return of all OPFs to the CPOC	September 12, 2001
All DD Form 1556s for Training	September 12, 2001
Training Completions	September 12, 2001
CAOs/TRANSFERS/REINSTATEMENTS/NEW HIRES	September 23, 2001

Availability of FPI/PPI Suite

COREDOC – Use of COREDOC should be suspended on September 12, 2001, the last day for submission of PERSACTION requests.

REGIONAL Applications— Regional Applications will be available for use through October 11, 2001.

Experience gained from previous deployments has alerted us to the fact that not to exceed dates are critical issues that may cause the conversion of records to fail. Therefore, during the week of September 10-14, 2001, we will run a variety of suspense reports and DESIRES to check our database for actions with not to exceed dates that will occur two weeks preceding the conversion and approximately three weeks post conversion. We will also examine all personnel actions that are projected to consummate 90 days after deployment, as these actions must be controlled manually. These actions include all LWOP, temporary promotions, temporary appointments, details, temporary reassignments, resignations, retirements, and other date sensitive actions. Based on the results, we will be contacting CPACs, as necessary, for appropriate action.

PERSONNEL ACTION PROCESSED FOR DEVELOPMENT OF MDCPDs

ACTION		DATE		ACTION		ACTION		ACTION	
ACTION		DATE		ACTION		ACTION		ACTION	
AWARDS	07-Oct	12-Sep	IS OF ANY TYPE		PERSACTION		PPI		
	21-Oct	10-Oct	RETURNED FOR PROCESS THROUGH MODERN		RPA		MODERN		
CHG IN HRS	07-Oct	12-Sep	*PROCESSING NOT NEEDED FOR 2 PAY PERIODS IF PART TIME		PERSACTION		PPI		
	21-Oct	10-Oct			RPA		MODERN		
CLG	07-Oct	12-Sep	RETURNED FOR PROCESS THROUGH MODERN		PERSACTION		PPI		
	21-Oct	10-Oct			RPA		MODERN		
CHG IN WRK SCH	07-Oct	12-Sep	*PROCESSING NOT NEEDED FOR ONE PAY PERIOD		PERSACTION		PPI		
	21-Oct	10-Oct			RPA		MODERN		
ESTAB RECRUIT/ FILL	23-Sep	27-Sep	*IF ATTACHMENTS ARE REQUIRED BE SURE TO ATTACH ON THE APPROPRIATE FORM USING THE CORRECT METHOD		PERSACTION		PPI		
					RPA		MODERN		
EXTENSION (APPT NTE/ PROM NTE	07-Oct	12-Sep	SEE EMERGENCY ACTIONS		PERSACTION		PPI		
	21-Oct	10-Oct			RPA		MODERN		
NAME CHG	07-Oct	12-Sep	RETURNED FOR PROCESS THROUGH MODERN		PERSACTION		PPI		
	21-Oct	10-Oct			RPA		MODERN		

PERSONNEL ACTION PROCESSED FOR DEVELOPMENT OF MDCPDS

NOA	IF EFFECTIVE DATE IS?	AND ACTION TAKEN IN CPOC	AND	SUBMISSION	SYSTEM
NON-PAY STATUS				PERSACTION	PPI
			RETURNED FOR INPUT THROUGH MODERN	RPA	MODERN
PROMOTION				PERSACTION	PPI
			EFT DATE MOVED OUT TO 12-Aug-01	RPA	MODERN
REASSIGNMENT				PERSACTION	PPI
			EFT DATE MOVED OUT TO 12-Aug-01	RPA	MODERN
RESIGNATION			SEE EMERGENCY ACTIONS		
RETURN TO DUTY				PERSACTION	PPI
			RETURNED FOR INPUT THROUGH MODERN	RPA	MODERN
RETIREMENTS			SEE MDCPDS/ABC-C ACTIONS		

EMERGENCY ACTIONS

NATURE OF ACTION	IF EFFECTIVE DATE US	AND RECEIVED IN CPOC	AND	SUBMISSION	PROCESSED/ SYSTEM
ACCESSIONS	21-Oct	11-Oct - 3 Nov	COMMANDERS OR THEIR DEPUTY, THRU THEIR CPACS, HAVE DESIGNATED THIS ACCESSION AS CRITICAL	FORM FLOW SF52	MANUAL/ PIPELINE
EXTENSIONS (APPT NTE & PROMOTION NTE)	21-Oct	11-Oct		PERSACTION	MANUAL/ PIPELINE
	21-Oct-01	23-Sep-3-Nov			MANUAL/ PIPELINE
REMOVAL	21-Oct	11-Oct		PERSACTION	PPI
	21-Oct-01	23-Sep-3-Nov		FORM FLOW SF52	MANUAL/ PIPELINE
RESIGNATION	21-Oct	11-Oct		PERSACTION	PPI
	21-Oct-01	23-Sep-3-Nov		FORM FLOW SF52	MANUAL/ PIPELINE

MDCPDS/ABC-C ACTIONS

NATURE OF ACTION	IF EFFECTIVE DATE IS	AND RECEIVED IN ABC-C/ CPOC	AND	SUBMISSION	SYSTEM
DEATH CASES	07-Oct	12-Sep	RETURNED FOR INPUT THROUGH MODERN	PERSACTION ABC-C	PPI
	11-Oct-4-Nov	11-Oct-3-Nov		FORM FLOW SF52 ABC-C	MANUAL/ PIPELINE
	4-Nov & Out	4-Nov & Out		RPA ABC-C	MODERN
				PERSACTION ABC-C	
RETIREMENT	07-Oct	12-Sep	RETURNED FOR INPUT THROUGH MODERN	FORMFLOW SF52	ABC-C
	11-Oct-4-Nov	11-Oct-3-Nov			MANUAL/ PIPELINE
	4-Nov & Out	4-Nov & Out		CPOC RPA	ABC-C